

**CALIFORNIA HIGH-SPEED RAIL AUTHORITY
DUTY STATEMENT**

PARF 46-7-027

CLASSIFICATION TITLE: Staff Services Management Auditor	OFFICE/BRANCH Audit Office	
WORKING TITLE: Auditor	POSITION NUMBER: 311-001-5841-8xx	EFFECTIVE: 7/1/16

GENERAL STATEMENT:

Under the direction of the California High-Speed Rail Authority's (Authority) Senior Management Auditor, the Staff Services Management Auditor is responsible for conducting technical and fiscal reviews of the high-speed rail project's contracts and funds. The Staff Services Management Auditor conducts financial, compliance and performance audits to ensure that state and federal resources for construction of the high-speed rail project are properly expended and managed in accordance with state and federal laws, regulations and applicable audit standards.

TYPICAL DUTIES:

All work is to be accomplished in accordance with the State and federal rules, regulations and guidelines, Generally Accepted Governmental Audit Standards (GAGAS), and International Standard for the Professional Practice of Internal Auditing (ISPPIA).

- 60% E Ensure that engagement objectives are achieved in a timely manner:
- Perform detailed reviews and evaluations of Authority programs, operations, policies, and procedures.
 - Gather and analyze preliminary information such as laws, regulations, organization charts, policies and procedures, and prior audit reports.
 - Conduct interviews with Authority staff and partners to gather relevant evidence and information.
 - Document and test internal controls.
 - Select sampling techniques, statistical samples, and test data.
 - Develop findings and recommendations.
- 20% E Ensure that the Board and Executive management concerns are addressed by assisting in conducting reviews and other engagements requested by the Board and Executive management staff.
- 10% E Ensure audit recommendations are implemented in a timely manner:
- Consult with Authority staff and management to assist them in addressing audit recommendations.
 - Monitor actions management takes to ensure that recommendations are implemented.
 - Assist Senior Management Auditor in reporting corrective actions implemented to external audit entities.
- 10% (E) Assist the Authority's management fulfill obligations under the Financial Integrity and State Manager's Accountability Act (FISMA):
- Assist management in conducting self-assessment of risk in the organization in order to evaluate adequacy of the system of internal control.

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MARGINAL FUNCTIONS (M) are minor tasks of the position that can be assigned to others

- Assist in documenting and testing of internal controls, writing FISMA reports and monitoring implementation of corrective actions identified.

SUPERVISION EXERCISED OVER OTHERS

None.

KNOWLEDGE AND ABILITIES:

Knowledge of: Principles and practices of organizational management, accounting, and auditing.

Ability to: Learn and apply general and specialized accounting and management auditing principles and procedures as used in State Government.

SPECIAL PERSONAL CHARACTERISTICS:

Ability to: Qualify for a fidelity bond and willingness to travel and work away from the headquarters office.

DESIRABLE QUALIFICATIONS

- Familiarity with internal auditing standards, Generally Accepted Government Auditing Standards (federal yellow book) and other appropriate standards used in performing financial and performance reviews of government programs.
- Familiarity with contracting laws, regulations, and practices.
- Knowledge of invoicing and billing systems and practices.
- Ability to perform and organize management audits.
- Ability to perform and organize a variety of technical and management audits and reviews; work effectively with top level managers.
- Must be able to apply methods of auditing, including through electronic data processing systems.
- Application of statistical sampling to auditing.
- Knowledge of generally accepted auditing techniques, including performance, financial, and compliance auditing.
- Knowledge of the uniform accounting system and knowledge of contract invoicing and billing, including overhead cost rates.

CONSEQUENCES OF ERROR/RESPONSIBILITY FOR DECISIONS

Errors may have a significant impact on the internal and external operations of the Authority. The incumbent should exercise a high degree of initiative, independent judgment, and confidentiality in performing the duties of the Staff Services Management Auditor.

PUBLIC AND INTERNAL CONTACTS

Maintain professional external working relationships with contractors, local government staff, and private consultants; as well as internal contacts with the Authority's Board of Directors, Executive Staff and other Authority personnel.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Develop and maintain cooperative working relationships. Must deal effectively with pressure; maintain focus and intensity yet remain optimistic and persistent, even under adversity. Maintain and operate a work environment that encourages creative thinking and innovation. Develop new insights into situations and apply innovative solutions to make organizational improvements. Create and sustain an organizational culture, which encourages others to

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provide the quality of service essential to high performance. Consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations, is tactful and treats others with respect. Adjust rapidly to new situations warranting attention and resolution.

WORK ENVIRONMENT

While at their base operation, employees will work in a climate-controlled office under artificial lighting but may be required to travel, to meet with customers, or attend meetings and conferences. Employees may be required to sit for long periods of time using keyboard and video display terminal.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

Name of Employee: _____

Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Name of Supervisor _____

Signature:	Date:
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